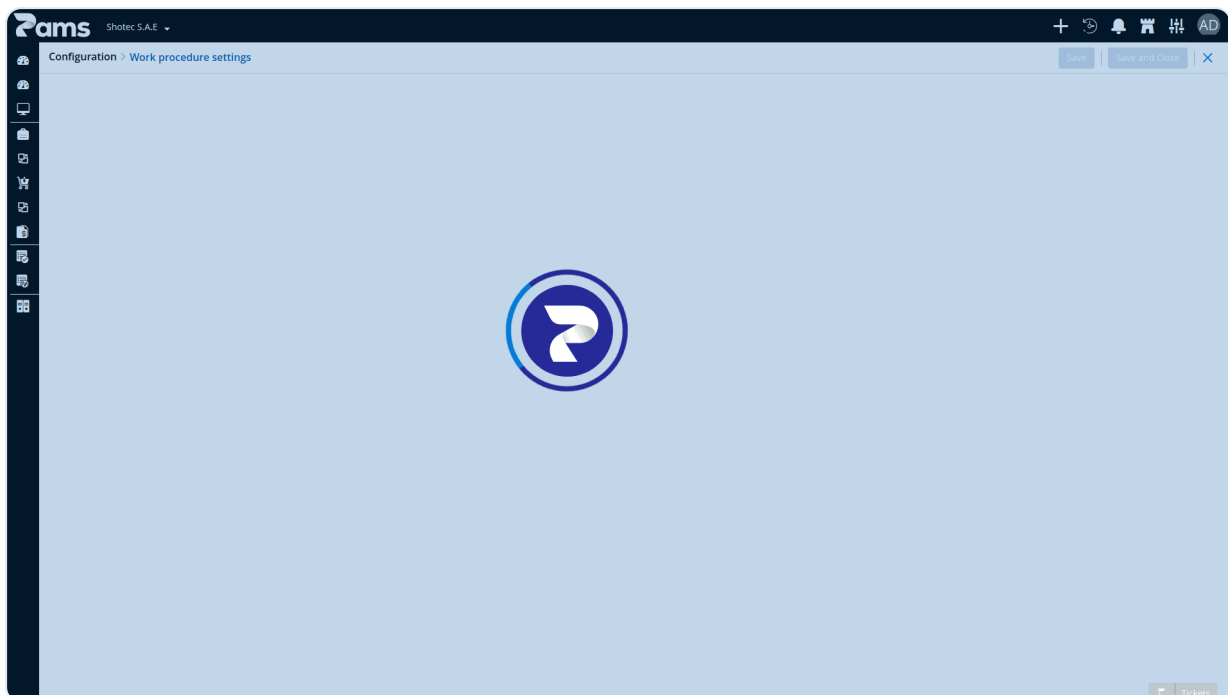


Work Procedure Settings

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Work Procedure Settings

User Guide > Configuration > work procedure settings



work procedure settings — Configurations > Work Procedure Settings

Overview

Use Work Procedure Settings to review and save the available work procedure configuration for the company record. Use this page when you need to maintain settings that support business work procedures. You must be signed in to access the page.

Before you start

- Sign in to the application.

- Ensure that you have the required information available for the two mandatory fields on the form.

Note: The required fields are validated when you save. The system does not save the record if a mandatory field is incomplete.

Steps

1. On the navigation bar, select **Configurations**, and then select **Work Procedure Settings**.
2. Review the available work procedure settings and enter or update the required information.
3. Select **Save** to validate and save your changes.
4. If validation identifies a missing mandatory field, complete the required information and select **Save** again.

Warning: If you leave the page with unsaved changes, the application displays a warning before you exit.

Tip: Select **Save and Close** when you have finished working with the settings and want to leave the page.

Troubleshooting

Symptom	Likely cause	Fix
The settings do not save.	One or more mandatory fields are incomplete.	Complete the required information and select Save again.
A warning appears when leaving the page.	Changes have not been saved.	Select Save before leaving, or respond to the warning as appropriate.
You cannot access Work Procedure Settings.	You are not signed in.	Sign in and then navigate to Configurations > Work Procedure Settings .

Result

The Work Procedure Settings record is validated and saved with the required information.

Related pages

- [Configuration — Overview](#)
- [Getting Started with Configuration](#)
- [Configuration — Learning Path](#)
- [Understanding the Interface](#)
- [Navigation Basics](#)
- [Manage Demo Data](#)
- [Serial Combinations](#)
- [Shareable Content](#)
- [Templates](#)
- [Item Categories](#)
- [Reactivation Reasons](#)
- [Reports settings](#)
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